



Job Description

LIBRARY RESOURCE SPECIALIST

Reports To:	Site Administrator
Supervises:	N/A
Pay Classification:	Range 16
Revision Date:	6/6/2018

GENERAL DESCRIPTION

Perform a variety of administrative and instructional support duties involved in the acquisition, selection, circulation, maintenance and distribution of educational materials for elementary and middle school libraries; serve as an informational and learning resource to students, school site staff and others concerning the selection of educational materials to enhance classroom instruction, encourage students' independent reading and facilitate students' use of library resources.

Duties and Responsibilities:

- Serve as an informational materials and learning resource advisor to students, school site staff and others in the selection of educational print media and instructional technology to enhance students' classroom and independent learning experiences; collaborate with teachers to ensure that library use and resources support classroom learning experience; respond to inquiries and provide information and recommendations regarding proper instructional materials for a variety of educational activities, topics or themes according to age and reading levels of students.
- Coordinate circulation of library materials and equipment; check books, materials, magazines, videos, and audio-visual equipment in and out using a computerized system and bar codes; prepare materials and equipment for distribution; participate in the arrangement of delivery schedules as assigned; prepare and process invoices as directed; shelve returned books and materials.
- Prepare lessons and learning activities and teach library information skills to students; prepare and present reading programs and book talks to students; promote library media center services within parent-teacher association school newsletters and by visiting classrooms, assisting teachers, attending meetings and encouraging students and staff to visit; select, evaluate and control books for teachers working on specific class projects; instruct teachers and students on library software, assist students in use of computers
- Circulate library materials both print and media to students, teachers, parents, other schools; confirm requests for said materials; follow up to ensure return of items as scheduled; coordinate items used to accommodate conflicting requests.
- Consult with and seek teacher input, preview and test materials, research and read reviews and purchase new materials and equipment; evaluate materials for relatedness to state framework and district curriculum; select media and technology and equipment for purchase; assist

students, teachers, parents and other visitors to the library with researching materials for instructional use; assist visitors with locating and selecting materials; instruct in proper methods of utilizing the library, computers and reference materials.

- Catalog instructional materials; maintain current inventory of collections; prepare listings to inform users of content of collection and generate specific bibliographies to assist teachers, students, and parents.
- Monitor inventory levels and assist in the selection of instructional materials and equipment; research and recommend new instructional materials; conduct regular and periodic inventories; assist with ordering materials and equipment; purge obsolete books and materials.
- Perform a variety of clerical duties related to assigned activities such as duplicating and distributing materials, processing forms and applications, researching information, answering phones, distributing mail and typing correspondence, lists, forms, flyers and a variety of other materials.
- Operate and maintain a variety of office equipment including a copier, fax machine, computer and assigned software; arrange for equipment repairs as needed; operate specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references.
- Communicate with personnel, school site staff and outside agencies to exchange information and resolve issues or concerns related to library activities, inventory, educational materials, equipment and assigned duties.
- Prepare and maintain a variety of records and reports related to educational materials, equipment, inventory and assigned activities; establish and maintain filing systems; write grants for library print and instructional media and technology; administer approved budget and grant funds to make appropriate purchases.
- Repair and maintain damaged instructional books and materials; maintain records of lost or damaged books; collect monies for lost or overdue educational materials and equipment; prepare related correspondence.
- Maintain the library in a clean and orderly condition; train and monitor student assistants and parent volunteers in library operations.

Other Duties:

- Perform related duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Functions, operations and maintenance of a library.
- Practices, policies and procedures of the assigned library.
- Library reference materials, resources and terminology.
- Books and materials appropriate for specific ages and grade levels.
- Dewey Decimal classification system and American Library Association filing rules at a fundamental level of classification and computerized cataloging.
- Modern office practices, procedures and equipment.
- Book binding and repair.
- Operation of a variety of office equipment including a computer and assigned software.
- Record keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Filing, indexing and inventory procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

- Basic mathematics.

Ability to:

- Perform a variety of duties involved in the selection, circulation, maintenance and distribution of educational materials at an assigned library.
- Understand the needs of students in relation to their respective age level and possess an ability to relate, motivate and inspire children to learn and use library resources.
- Serve as an informational resource to school site staff and others concerning the selection of educational materials.
- Order, process, distribute, and maintain records on library materials.
- Distribute video, audio, and special learning equipment.
- Check books and materials in and out of the library.
- Process and shelve library materials.
- Assist teachers, parents and others in locating and utilizing materials and resources.
- Perform clerical duties such as filing, duplicating materials and typing.
- Inventory and assist in the selection of instructional materials and equipment.
- Prepare materials and equipment for distribution.
- Maintain records and prepare reports.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain library in a neat and orderly condition.
- Meet schedules and timelines.
- Make mathematic calculations quickly and accurately.

Education and Experience: Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

Education: Bachelor’s degree and course work in library sciences, information management or child development.

Experience: Three years increasingly responsible clerical or library experience in a public library, or elementary or secondary school setting.

License(s), certifications or other requirements:

- N/A

PHYSICAL ELEMENTS AND WORKING CONDITIONS

Working Conditions:

- School Library/Classroom Environment.
- Constant Interruptions.

Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.

- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Blood and bodily fluids from injured or ill students.